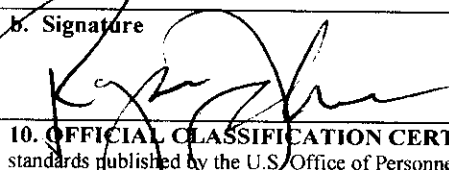
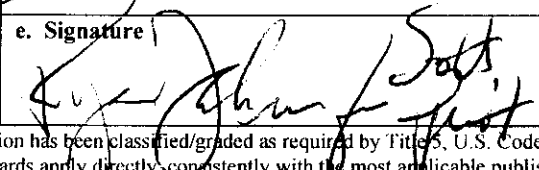
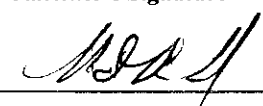


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EP6317019	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Special Assistant to the Deputy Associate Administrator for Intergovernmental Relations	GS	0301	7	
4. Supervisor's Recommendation	Special Assistant to the Dep Assoc Admin. for Cong. Relations	GS	0301	07	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Katherine Preston Cory		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Congressional & Intergovernmental Relations			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0FB0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 3/8/17	e. Signature 		f. Date 3/8/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion/Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8884		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 	
				j. Date 05/10/17	
11. REMARKS					

SPECIAL ASSISTANT TO THE SENIOR DEPUTY ASSOCIATE ADMINISTRATOR FOR INTERGOVERNMENTAL RELATIONS

INTRODUCTION

This position serves as a Special Assistant to the Senior Deputy Associate Administrator for Intergovernmental Relations, in the Office of Congressional and Intergovernmental Relations. As such, the incumbent has reasonable latitude in exercising judgment and initiatives in carrying out assignments of a sensitive and confidential nature. The work performed is subject to review only for attainment of overall objectives and compliance with broad policies.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator, Deputy Administrator, and the Associate Administrator and Deputy Associate Administrators for Congressional and Intergovernmental Relations. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator, Deputy Administrator, Associate Administrator and Deputy Associate Administrators, and as such, will be expected to reflect their philosophies in conversation with leading figures of government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator, Deputy Administrator, Associate Administrator or Deputy Associate Administrators in correspondence and other communications with the Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a personal representative of the Deputy Associate Administrator for Congressional Relations in telephone and personal contacts with high ranking officials of the Office. Ascertains the reason for the visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Deputy Associate Administrator. On matters which are covered by established policy, provides the required information, interprets policies or explains procedures.
2. Maintains continuing liaison with Members of Congress on matters pertaining to programs, plans and policies of the Agency. Maintains a comprehensive knowledge of EPA programs and activities and the related policies of the Administrator. Keeps informed of the philosophies, convictions and special interests of the Administrator and his/her senior level staff. Keeps abreast of the major programs and policies of the Agency that are legislative in nature and are of interest and concern to various members of Congress.
3. Performs a variety of special assignments, many of a confidential nature, sometimes on the basis of specific instructions but more often with only a general outline of what is desired. Provides information to the supervisor and other senior staff through personal briefings, special reports, and position papers on urgent and sensitive matters of particular concern or

interest to the Administrator, Deputy Administrator, Associate Administrator and Deputy Associate Administrators for Congressional and Intergovernmental Relations. Makes observations and adds input, as appropriate, to consider during the decision-making process and when planning the course of action.

4. Provides timely input and suggestions when administrative management guidelines and procedures are being developed to ensure smooth and uninterrupted operations for handling highly sensitive and/or urgent tasks, especially those of a political nature.
5. Attends meetings, as requested, for or with senior management officials for fact findings, problem solving, and negotiation. These assignments require the utmost tact, diplomacy and perception regarding the subject and persons involved. Assists in the preparation of reports and analyses for presentation to senior managers, as required. In this capacity, coordinates all information that requires his awareness, input or action.
6. Researches and coordinates data on existing and/or newly established organizations, positions, programs, and policies by gathering and maintaining centralized records and reports as required by Federal law, regulation, and Agency procedures.
7. Writes and prepares briefing material, position papers and responses to Congressional inquiries on behalf of the AA and DAA. Presents the material in order to provide an accurate technical assessment of the issues at hand and will serve as a major influence on the development of OCIR policies.
8. Performs other related duties, as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION. Level 1-6, 950 points

The work requires knowledge of established principles, concepts and methods and skill in applying this knowledge in performing a variety of duties involving the management, coordination, monitoring, oversight, evaluation of routine programs, projects, or activities. The regulatory framework is well established and defined and there are standard/conventional procedures and techniques that apply to most situations encountered and that can be carried out with minor modification or adaption.

FACTOR 2. SUPERVISORY CONTROLS, - Level 2-2, 125 points

The incumbent works under the close supervision of the Special Assistant to the Deputy Associate Administrator for Intergovernmental Relations who sets the overall objectives for the work. The incumbent and the supervisor, in consultation, develop the deadlines for the work to be done. The incumbent is responsible for handling a wide variety of situations and conflicts requiring the use of initiative to determine the approach to be taken or the methods to be used. Completed work is reviewed only for overall effectiveness.

FACTOR 3. GUIDELINES, Level 3-2, 125 points

Guidelines include applicable laws, regulations, policies, and procedures. The employee uses judgment in selecting the appropriate guidelines. Situations where guidelines are inadequate are referred to the supervisor or higher grade specialist.

FACTOR 4. COMPLEXITY, - Level 4-3 - 150 points

Assignments consist of varied projects intended to prepare the incumbent for future responsibilities of greater scope, difficulty, or magnitude. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity with and use of standard practices.

FACTOR 5. SCOPE AND EFFECT, Level 5-2, 75 points

The purpose of the work is to perform routine assignments. The work affects the accuracy, reliability, and timeliness of projects performed by higher level employees in the organization.

FACTOR 6. PERSONAL CONTACTS, Level 6-2, 25 Points

Contacts are with higher graded employees and technical staff within the office or in related offices.

FACTOR 7. PURPOSE OF CONTACTS, Level 7-1, 20 Points

Contacts are for the purpose of obtaining advice, direction and reporting of findings.

FACTOR 8. PHYSICAL DEMANDS, Level 8-1 -5 points

The work is primarily sedentary, although some walking, bending, lifting may be required during field work.

FACTOR 9. WORK ENVIRONMENT, Level 9-1 - 5 points

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 1480